DD/A

27 NOV 1974

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science & Technology
Deputy to the DCI for the Intelligence
  Community
Deputy to the DCI for National Intelligence
  Officers
General Counsel
Legislative Counsel
Inspector General
Comptroller

SUBJECT        :  Computer Contingency Planning

    1.  The Director of Joint Computer Support has under-
taken the development of a disaster contingency plan for the
computer centers within the Headquarters Building. This plan-
ning effort is based on the condition that the computer facili-
ties would be inoperable for an indeterminate period of time
and would include the possible destruction of files located in
the centers.

    2.  Preliminary to developing a systematic disaster plan,
identification of those computer program systems that are crit-
ical to the mission of the Agency must be made. To establish
the minimum computer power and configuration required, key
characteristics of the programming systems must be known. This
system documentation would include incidence of computer runs
required, computer job processing resources, and input/output
file characteristics.

    3.  To derive this basic information for the backup plan,
you are asked to inventory all projects within your organization
critical to the Agency's mission that use the Headquarters com-
puter facilities. Please fill out the attached form for each
critical system and return to the Director of Joint Computer
Support by 5 December 1974.

                        V Deputy Director
                              for
                         Administration

Attachment:  Project Form

cc:  AO/DCI
      DDA ADP Control Officer

Project Name_____      Project Number_____

Project Leader_____      OJCS Contact_____

Number of Programs_____

Backup Space Required                     # of Bytes_____

    Programs                              _____

        Load Modules                      _____

        Source Modules                    _____

    Data Files                            # of Bytes   Tape or Disk

                                          _____

                                          _____

                                          _____

Machine Requirements

    Computer System                       _____
    (Batch, Interactive, GIMS, etc.)

    Run Incidence
    (Daily, weekly, etc.)                 _____

    Amt CPU Time/Run                      _____

    Amt Memory/Run                        _____

    # Disk Drives Required                _____

    # Tape Drives Required                _____

    # Terminals Required                  _____

(over)

Special Equipment (List)
(optical char reader, plotter, etc.)  _____

_____

_____

_____

Maximum turnaround (hours)  _____

Describe current backup/recovery capabilities (if any):

_____

_____

_____

_____